



Town of Alpine Planning & Zoning Commission MINUTES

DATE: June 22, 2004

Attending: Board members: Dave Gustafson, Scott Reed, Don Sherman and Planner Paula Stevens. Business owners: Jim Blittersdorf, Dina Hornung, Francene Edeson, Penny Jones, Joan Bardier; Homeowners: Kent Perkins. Surveyor Marlowe Scherbel. Don Jorgensen, Gloria A. Spiker, Peggy Marshall, Barney P. Haggberg and P&Z Secretary.

Town Council Meeting portion:

- 1 - CALL TO ORDER at 7:05pm
- 2 - ROLL CALL & ESTABLISHED A QUORUM, Troy Johnson absent

- **Town of Alpine 2005 Fiscal Year Budget Hearing/3rd Reading** - Mayor Lloyd read the Budget information. ***Kathy Swiston motioned to approve the 3rd Reading of the 2005 Fiscal Year Budget, D.R. Hutchinson seconded, All in favor.***
- Mayor Lloyd advised a meeting needed to be sent for all Town employees because he felt there was a lot of things to be aired out, differences between employees and towns persons, rumours going around that need to be straightened out. He stated all must attend. Discussion on what day and time to have the meeting began.
A tentative date was set for Thursday, July 1st, 2004 at 7pm.

Meeting adjourned at 7:07pm

- 1 - CALL TO ORDER at 7:09pm
- 2 - ROLL CALL & ESTABLISHED A QUORUM
Billy Esperson and Steve Fusco absent, out of town.
- 3 - P&Z MINUTES: May 25th ***Scott Reed motioned to approve May 25th P&Z Minutes, Don Sherman seconded. All in favor.***
June 8th (***Tabled-waiting for approval, then will mail this week***)
- 4 - COUNCIL MINUTES: June 18th (***not ready***)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **Oath of Office for new P&Z member Paula Stevens** - Paula Stevens was introduced as our new member to P&Z. Welcome to Paula by the P&Z members.
- **Alpine Market replat issue** Surveyor Scherbel has questions regarding "usable area" for figuring out the parking spaces for the future building for First National Bank. (*Please see fax from Scherbel*). Since Steve Fusco was on P&Z during the Alpine Market's original permit process and is also more knowledgeable on the Town's Codes through his research, Marlowe would like to work with Steve but cannot wait until Steve is at the next meeting. As some of the questions Marlowe has will need some time to review and find the answers, he is requesting that a motion could possibly be passed that he can review and receive the answers from Steve later this week on Steve's return to town. He asked that the information Steve will provide him will be accepted by P&Z at a later date when the replat is again brought to P&Z for approval. Therefore there will be NO change of information he will be given by P&Z after receiving the information from Steve. Since there is not enough time in this meeting to go through a thorough review of the codes that are in regard to Marlowe's questions, he's simply asking to discuss this in a more detailed manner with Steve Fusco later this week and that Steve's answers would be upheld by P&Z later. ***All agreed it would be fine for Marlowe to work with Steve and possibly Paula and that what he is advised will be upheld in a future P&Z meeting regarding their parking issue.***
- **Francene Edeson/Kringles- Fence permit #F-06-04** - Francene is seeking to simply finalize this existing fence permit from a prior year. Only issue was Joe locating the 4th property pin and verifying fence was not on Town property. Francene did advise in a prior meeting that the fence was not built on Town property. Joe reviewed property, findings are that all property corners were located and the fence is well within the applicant's property. Francene asked what should she do with the

complaint letter from P&Z regarding her fences, bushes and trees that P&Z stated were possibly in Town's property. Secretary advised it would be voided and kept in her packet for our records. ***Dave Gustafson motioned to approve Fence permit #F-06-04, Scott Reed seconded. All in favor.***

- ***Greys River Hair Studio Sign Permit # S-08-04-*** Requesting a sign permit for 2 signs for new business located at Wyoming Home & Ranch's old building. One sign on existing sign on building and one on log structure in parking lot. ***Scott Reed motioned to approve Sign permit #S-08-04, Paula Stevens seconded, All in favor.***

******Paula advised that at last Council meeting she was told that it seemed Council is not the board to review, decide or grant variances. That the entire variance process should be conducted through P&Z per a State Statute.***

EXECUTIVE SESSION CALLED:

Don stopped the meeting and requested an executive session and had Paula and Scott go to the back. Dave (who abstained from Perkins variance) nor secretary were asked to join the session. Therefore secretary was not able to take minutes on the Executive Session portion.

Regular P&Z Meeting began again at 7:34pm.

- ***Kent Perkins Variance permit #V-03-04-*** Kent has resubmitted plans, had an on-site review by P&Z members. Requesting P&Z approves to go forward to Council for approval. ***Paula advised this permit is TABLED until further information is given to P&Z on which board is allowed to decide final approval on a variance. It was asked if any persons in the audience were present for this permit, no one present, apologies were given to Mr. Perkins for the delay and confusion.***
- ***Bull Moose Motel Building Permit# C-02-04-*** Dave began with a discussion regarding the large fax received from Jim of the Fire Marshall's correction list and the list of issues from the Mayor's letter from May 19th. Don said he was looking at a letter from Joe Sender, but Dave interrupted to say they would be getting to that and then turned back to the discussion at hand regarding the Fire Marshall's issues listed on the large fax. When Joe Sender's letter, regarding issues still not approved or reviewed was brought up, Joe advised he never approved the changed siteplan which showed where the parking spaces are to be. Jim said you had from May 11th to review the siteplan. Dave said there was other issues with the permit, such as the Fire Marshall's approval. Jim disagreed. Dave said there was an issue regarding payment and he has a letter here, but we can go past that and go on to other issues. In talking about Joe's on-site inspection of the property, the issue of one property pin not being located was brought up by Joe. Jim said it's under asphalt and previously had it marked from Scherbel, but since the marking is gone. Jim said he didn't want to dig up the asphalt just to put a property pin there. Paula asked Jim couldn't he use paint to show where the property pin is that is located under the asphalt, so Joe could verify the property pins and get his inspection done. Jim agreed he could. Joe added that our codes state that all 4 pins must be located. Don said didn't we already approve this siteplan. Scott said we only saw the one drawing but it was not verified. Scott said it is specified. Don asked if it was in our code book. Joe said yes. Joe said you approved it without the parking spaces on it. Don said Jim came back to another meeting with them (parking spaces) on there. Joe said yes, but those parking spaces were not according to our codebook and then he explained. Don asked if in our building codes does it have to be this herringbone pattern or one-way travel. Joe added you need 24ft. wide area for two-way traffic else it has to be one way traffic. Dave said we need to work through this parking issue. Dave said we are trying to work through these issues so we can keep him working. But Dave felt Jim had a lot of mixed uses at Jim's property and that it really needs to be evaluated. Jim said at May 11th meeting we talked about parking spaces already. Don said if I drive down to Bull Moose and park at the motel, but go into the bar? Dave again stated the mixed uses needs to be evaluated to decipher the correct amount of parking spaces for each usage at the property. We have codes that tell us specifically how many spaces you need for that type of use and how to compute what the parking requirements are. Jim brought up the Civic Center and Alpine Market parking and that parking is a problem in this town. Jim added that Alpine Market is using highway right-of-way and went into detail. Paula said they asked Marlowe to give us info on curb cut, and so we are aware of the concern and the situation it raises. Paula added that we advised Marlowe Scherbel they need to demonstrate that WYDOT is going to allow curb cut for that bank development and if they do not, it is up to them to find some way to find access to their property. It's come to light as a result as to this other proposal. We cannot say what affect this will have on Jim's, but this is something we are well aware of. Jim spoke more about Alpine Market/Bank's plans regarding access. Paula simply said that they will have to sort it out in their permit.

Jim said in the May 11th meeting, that we went through each space and figured out the various usage amounts. Scott said the real issue is the way it is drawn, that Joe couldn't approve it as it is. Scott also said to Jim that as we talked when we were on site last night, you said, "well this space won't be there and this space won't be there, this space will be changed to parallel parking". Scott added so you don't have a real plan to parking. Don said we approved the plan. Joe said you can't approve a plan that is not measured right. Joe said that when you were to review it, he asked Billy Esperson about it a couple of times and said when you have that drawing to call him and they'd go onsite to measure. Paula asked Joe, you clearly hadn't reviewed the physical parking plan at the time we considered it at P&Z. Joe said I had asked to see it and first saw it 4 days ago that shows me the spaces and that's the first time I saw where the water

and sewer line goes in. Don said we received that drawing May 11th. Scott said there were 2 drawings. Don continued that he recalled seeing one with nothing on it and we didn't approve it and it was one of his punchlist items and then the 2nd time he (*Jim*) came back with all of them placed on the drawing and we approved it. Scott discussed the parking problems and why it needed to be changed to herringbone and one-way. Discussion went into if Jim had enough space for the needed parking. Joe said that there are 52 parking spaces on property, maybe more on back of building, but not the amount that Jim claimed he had on his letter addressing Clerk's punchlist. Joe requested secretary find the punchlist with the amount of spaces Jim said he had. Secretary read Jim's letter that answered the punchlist items (*Jim's letter stated he had 75 spots on siteplan.*) Jim then said he had WYDOT document that says he can park on the right-of-way. Dave asked for that document (*That WYDOT document was requested in a prior meeting but still not received*) Don asked Jim if that area is already paved. Jim said yes. Jim added that Donn Wooden knows about two separate distinct surveys done on his property and that there was no issue with the Town or anyone regarding that area. Don said so do we have a list of issues we have that is holding Jim up. Dave said that's what we're working through. Dave added that he didn't think the parking is an issue that holds Jim up. Joe said the county shows it is an issue, that when he was having his property inspected for a new business he wanted to build, the county simply said you do not have enough space for parking so you can't build what you want, you have to downsize or figure it out, we don't care, we're not going to listen, we're outta here. Joe said we should not even be dealing with this because the parking has not been verified yet and parking IS an issue. Joe asked how much space is really being used for what purposes in that building. He said Jim states he's using 1200 sq. ft. out of a 10,000 sq. ft. building, why are we buying into it. Joe asked if we have ever verified this, have we ever verified Jim's mixed usages? Don said Jim never said he uses 1200 sq.ft. and never came up in any of our discussions. Don said I don't know why this isn't on record because we discussed it. Don asked why did Joe just get the plans 4 days ago if Billy said they would go over it. Scott simply said that based on what is drawn on Jim's siteplan it cannot be approved. Scott said how could we. Don said he is positive we approved the parking. Scott asked we approved it based on what? Dave said he looked in the minutes and he didn't see any formal approval of the parking.

The secretary said that P&Z did go through Jim's entire punchlist one by one and addressed each issue, approving the punchlist altogether. Everything was on there; greenspace, parking, every issue. P&Z went through Tracy's punchlist. As you went through them, you talked about them, Fusco was going through the codebook regarding the parking spaces. The problem is Joe is the inspector and goes onsite. He never got to see the drawings and I don't know why, but all the punchlist was approved. Don said that's exactly right, that's exactly what he recalled. Dave said we have that condition that Joe review the plans. Paula said I do not see that as a fatal flaw because the condition is that Joe review the plans. Joe has concerns about the plans, so that's why we're where we are. Our recommendation was a little unfounded because we didn't have the benefit of Joe's input. We based a recommendation on the information we had, and that condition is going to help us out here. It gives us the opportunity to look at it again and make sure the parking works. Don Jorgensen asked how can you give an approval prior to Joe inspecting, when Joe is the Town's Inspector. His job is to make sure people comply. The secretary said unfortunately this permit was rushed through and was incomplete and this is what's created kind of a nightmare of trying to get approvals, inspections, everybody seeing everything, making sure all is done. Don Jorgensen said I appreciate that but... Don interrupted and said apparently to answer your question there was a miscommunication between Joe and us, with myself assuming he had done that. How it got to us without him. The secretary continued that the permit came to you guys incomplete and that's why he (*Joe*) obviously didn't get it because the Mayor pushed it through to you guys when it should have never been on the P&Z Agenda, simply said. Don said when we were approving this parking lot it hadn't went through Joe yet. The secretary said obviously no, because it was pushed to you guys first as an incomplete packet.

Don said we can make a mistake and apparently we have. Dave added but that's why this condition is in this letter though, and that's why we put that condition in there, as it covers everything Joe does, that Joe inspects it. That's why I disagree that there was a complete, 100% approval because we had that condition in there. Jim expressed his concern about how long it took Joe to see the revised siteplan, but Dave said that was not the reason why you had to stop work. It was not the parking, it was the Fire Marshall's, not having the permit in hand, that's what triggered it. Paula added she was at the Council Meeting and the discussion didn't even focus on parking. It came up as a part of the punchlist of items that....Jim interrupted her, but Paula said, wait a minute, this is our meeting and then continued... she said what came up at the meeting was the State Fire Marshall question. The fact that that approval was not in the hands of the Town, and that's what the Town Council based their decision on, nothing to do with parking.

Jim stated that he had the Fire Marshall's approval and was still shut down by the Town. Dave said it's your responsibility to turn the permit over to the Town. Jim said there is no permit. Dave said well what you faxed over that night when you got the letter (attorney's letter)....Jim interrupted and said it says when the plan review will be done, that's it. Dave continued and said what you faxed over late that night after you got the Town's letter is what the Town should of had in the first place. Jim said you can talk to Lyal Radford about.... Dave said again, it was part of the condition of the building permit. It was pretty simple to follow through with that and that's what triggered that. That's behind us, now we have the parking issue. My opinion is not stopping construction, yes parking is a huge issue in this town and I think we should make the effort based on Joe's and Scott's inspection to get this parking as best as we can get it and meeting the codes with this herringbone issue and I measured the angle of the spaces and they do need to be a little deeper and wider. I think we do need to make that effort to measure the building, and get an accurate assessment of all the usages and come up with a total parking and layout, but again I do not think it should stop his construction, at this point of where we're at. Now obviously we've learned something along the way.

Paula asked does anyone have concerns that the multiple uses on this site could potentially be underparked, in other words, inadequate parking? To follow up on what Dave is saying, if what is being proposed to us now, contributes to a deficit in parking than that is a

problem. Don said that's the issue we need to work through. Paula continued, so what I'm saying, is I do have a concern now about that we know Joe has not taken a look at this and made sure that it all functions and works and all the parking spaces that are presented to us can actually fit on that site, can work and function. Given that, I do have a concern in saying yes, construction can move on with a building of a certain size and with a certain amount of cars assumed to use it, etc. etc., if we don't know if we can accommodate all that parking. Don said to Joe, didn't you earlier say that you could come up with a method of making it work, did you or didn't you say that? Joe answered that he came up with what could work. Paula asked and that would still provide adequate parking under our codes. Then they all discussed the mixed uses issue.

Dave said to Jim, the reason to stop the permit, the work, was simply the Fire Marshall's issue they had with you, not the Town's parking issue. Jim began to argue. Dave continued that part of the condition was for you to bring the Fire Marshall's approval to the Town Council. Jim said he got the Fire Marshall's approval on May 27th. Dave said but you did not simply bring the written approval to the Town to advise them. Jim again said but he got the approval. Dave said you knew you had to give the Town the written approval and if you would have just gone over to the Town and given it to them then it would never have been an issue. Paula said because of all the mixed uses do we feel this area is under parked. She added that we have concern to allow continuing to build when we don't know if we can accommodate the different usages. Don said so is the parking holding it up. Dave said no there is other issues. Don said so what it looks like to me, we send one of our inspectors to go in, if Jim will allow, and inspect and figure out how much square footage Jim has that is useful. Joe said whoever does it has to take in one member of the P&Z. Joe asked what guidelines should he follow. Jim said in your own book you've got dozens of different formulas for usages. Jim explained that he based his usage on our formulas. Jim said we already went through all that and discussed what is usable space. Don added I remember discussing that the coolers were not usable space, that the shelves were not usable space. That's why we passed that information on when Scherbel was asking. Jim continued talking about how we already went through the usages such as the coolers and shelves and....Paula said wait are you removing the kitchen from usable space? Jim added something about not using it as usable space. Paula said yes but you have an employee or two associated with the kitchen. Jim explained some more that he calculated all that. Paula asked where is that calculation and if we at least signed off on the calculation of parking spaces, then if they fit on the site then we're good. Joe asked the secretary to find Jim's punchlist that shows the amount of parking spaces Jim claims he has. Paula said she remembers discussing the parking, circulation, etc., but didn't remember seeing a parking calculation. Don asked Jim do you recall a figure of what you thought was usable space. Jim answered we came up with 66 spaces based on various uses and we talked about how we may have 20 people on a Friday night or 100, 500 people one night, just like the Civic Center might have 500 people for Ed's auction. We already talked about the uses. Don asked Jim do you remember the amount of footage that you gave us that was usable space in the Bull Moose. We didn't talk about usable space completely such as the certain amount of square footage the pool tables took, certain amount of square footage for dining, certain amount of square footage where the bar is, the square footage for hallways and bathrooms, or office. We talked about a 10,000 ft. building but in reality there is many thousands of square feet that is not have access. Jim continued discussing formulas. Paula said she saw where Joe is coming up with his 1,200 or so sq.ft., the sitting area for the restaurant and bar is 1,250 sq. ft. And then there is billiards area, liquor store, etc. and motel. And then there is upstairs. Jim said he went through all those square footages with the State. Secretary finally found the punchlist of Jim's and read it out loud. (*punchlist is filed with these minutes*).

Jim Blittersdorf's answers to Clerk's punchlist dated May 11, 2004:

“Site plan with 75 parking spots as follows:

Motel: 23 parking spots, based on 23 units. The motel will have no employees separate from those used in existing building. Motel patrons will be using bar and restaurant. Seating area for restaurant and bar: 1,250 sq.ft. - 35 parking spots. Billiards/game area: 8 tables - 4 parking spots. Liquor store: 400 sq.ft. - 2 parking spots. Employee parking: Maximum of 4 employees on shift at any given time - 2 spots. (66 required spots based on designated uses).”

Don asked apparently the parking may or may not be holding up the construction, is it or is it not? Dave answered that was not the reason for halting construction. Don said we have time now, be it Joe or Lyal to go over and see what is usable space in the bar, restaurant, etc. That's where I think we need to go next, that's my recommendation. Joe gave his recommendation about measuring the uses.

Gloria Spiker said that her concern was that the surveyor pins are not showing and that she suggests that the pins be shown, just as she had to have all her 4 property pins shown. She thinks that the parking situation needs to be determined on the survey of the property. Don asked Gloria if she resided near or around this (*the Bull Moose*), as he was just curious. She said yes. She continued as to her suggestion that all property pins must be shown as everyone in town's pins have to be shown. She added that the Town seems to be going by Surveyor Scherbel's, that he is the one that seems to be doing all of the Town's surveys, therefore everyone's pins need to be shown if they're going to build. Don Jorgensen said according to needing to dig up the parking lot, you just put in a marker. Scott agreed. Don said he didn't see a problem with that, that he believed we already agreed to have Jim do that. Gloria Spiker said she did not hear a motion on that part. Don said Jim is stopped under construction and one of them is because of that so he is aware of that through a legal form, that is not necessary to discuss to extent what the legalities of that is, okay and that being one of them, so we didn't, so that's why we didn't go into it nor make a motion on it, it's already under a legal, okay. So we don't need to make a motion on it. Jim said that Scherbel came in and they dug a couple of holes, then they used a metal detector and guess what they dug up a couple of beer cans or something like that. Scott said based on where Jim stated the pin is, it does not match the parking lot as drawn so there is an issue with not locating the last pin. They continued to discuss the pins. Dave said we do not need a motion, but based on Joe's inspection, we should make a list of things we'd like to see. Joe said we need to also address the water and sewer lines. Because

of the distances between both water and sewer as drawn on siteplan, the pipes would need to be sleeved based on Town codes. Paula said so we have the water and sewer lines issue to be addressed, the parking. Don said to Jim that on this list, so we don't get in a pitch again, when you completed it and... Jim interrupted and asked about the water and sewer to have it complete. Don said yes you would have it inspected. Don added we'd have someone look at it to tell you it's correct and then you won't have to address us again about it. You'd be done. Dave said what about the parking. Paula said for Joe to do a good job of making sure the parking is going to work, the number of spaces, once we go out there and take a look at the buildings, the restaurant and bar that is out there now, and review the site, see how many spaces are required for that, add the motel amount on top of that, and figure out the number of spaces and make sure we agree with the 66 spaces Jim has. Joe's going to need to see the pins in the ground so he knows what area he's doing. So that needs to be done. Dave said an onsite review is needed, but the parking issue will not stop the building. Paula said she felt on the record, she's pretty confident we can park the property adequately, if that doesn't happen, I am uncomfortable with the idea of spill over parking to the surrounding neighborhoods, that could occur if that property is not adequately parked on a reasonable basis. Jim brought up the Civic Center and when it has large events the parking spills over onto his property, the road and other areas. Don said what Jim is talking about, when they have them auctions they're parking at my door, and I'm a block away. So we have to address that also, it's kinda where he's (*Jim*) is going with that and we need to go with that...Jim interrupted then Don continued if we're going to set a precedent than we need to set it for the town. Don Jorgensen said I think you guys are getting off the issue, the auction... Don interrupted and said no, no we're talking about...Dave said to Don to let him speak.... Don Jorgensen continued what it's based on is usable space, we are not talking about the large events where parking is spilling over into other parking areas, the issue is the usable space. He added that the usable space at the Civic Center is not the issue. Don said I think this should be said that we made a mistake along the way here which was perceived as okay, which is as much as maybe our fault...Jim said he thought it was a shame that we didn't get the plans to Joe. Don said that is correct. Dave interrupted and said, again that is not what shut the project down.

Don said well now we can't really go back and say okay, we've already approved the building permit, you can't go back and say now Jim you can only build with 20 units, cause then we are stepping out of our legal limits. Joe said then what are we even here for, we're just wasting time, if you already approved it why are you wasting my time for. Dave said the permit was conditional. Don said to Joe, you're making a comment but why didn't you come down here and get the plans and take them down and look at them. We don't know what happened, I'm not saying that you didn't do anything, or the secretary didn't do anything, or Dave, or me or anyone else. I'm saying there was a mistake made and at this point we're trying to work it out. Don't accuse us of doing nothing, that's not what we need to do, we're trying to work through this, are you saying we should shut him down and make a smaller hotel out of it now when we already approved him, and we had the understanding that you had approved him. Joe said you are the ones that screwed up not me. Dave intervened and said I disagree with that Joe. We approved it based on conditions. Then everyone began talking at once so nothing was recorded and secretary interrupted and asked all to speak at one time else this would not be going on the record. Dave said we've already been through this, we made the condition that Joe was going to inspect it, Joe has a valid point. So we need to just right here and make a determination, I think it's already been said, I agree with Paula, I think we will get pretty close if not make the parking work and based on what Joe and Scott earlier said. Discussion again went into the parking spaces. Paula said, I think to move this along we need to take the next step, and we need to go out there and look at the restaurant and determine what the usable space is, get the property corners located and see if it works. If it doesn't, I don't want to presuppose an outcome that we're going to have a problem. Let's assume everything is positive here, it's gonna work out, if it doesn't work out then we'll deal with it then. Dave added or the Council will. Dave said and again the project was not shut down by the parking, it's the Council's responsibility, in my opinion, to let Jim start again based on the Fire Marshall's office's submittal. I think that if the Council has an issue with the parking than they need to go back and address it. Paula said we need to let the Council know somehow that we are visiting the issue of parking, but I'm not sure what the appropriate way to let to know that. The secretary said again that is something we need to figure out, and discuss in that personnel meeting next week with both boards and office personnel, of exactly how paperwork flows, who's job is it to do what, etc.

Dave said let's move on and continued on that Lyal's letter states that the Fire Marshall's recommendations/ correction list needs to appear on our plans and the plans need to be revised from Jim. Paula said absolutely. Jim asked why it needs changes, items that need to be corrected are not shown on any plans, therefore nothing needs revised. He asked what exactly do you want him to show on the plans from the Fire Marshall's fax. He wasn't sure what P&Z needed. Don Jorgensen asked if the Fire Marshall's list was public record and if he could obtain a copy. The secretary advised him he could call or stop in to the office in the morning to get a copy. Don Jorgensen wanted to make sure that we had the complete copy from the Fire Marshall's office so we knew what he had to conform to. Jim insisted that Lyal does not do electrical inspections so we didn't not need any revisions for Lyal to inspect later. The secretary advised the board that she spoke with the Fire Marshall's office and they advised her that their electrical inspectors will be going out to inspect Jim's property and if he is not in compliance they are to advise the Town at that point. Paula added and they carry around the corrections list and they follow that. Since there was confusion as to why Lyal requested revised plans after the Fire Marshall's corrections, the secretary explained to Jim that P&Z members need to review the entire fax from Fire Marshall's office and will see if any of the corrections has to be on the blueprints. If so than they will request a revised set of plans from him so the Town has an accurate record to the building, which is required for all buildings in the Town. That at this time P&Z members did not have enough time to completely review the large fax and that is adding to this confusion, so as soon as they can review, they will address it and that's how we'll handle it so we can move on to the next issue. Dave agreed.

The next issue is the water line. Dave said Sunrise Engineering wrote a letter requiring a 6" sewer line to be installed and 2" water line, and then Jim wrote a letter back on June 18th, sizing the water at 1 1/2". Dave asked Jim for documentation from an engineer for a

1 ½ ' water line. Jim said he's going to stay with the 2" water line and he's already paid for 2".

The secretary asked which board is to approve if he starts building again. Paula and Dave said it would be Council's. Dave said it seems to me, he has the Fire Marshall's approval, which is why he was shut down, so he shouldn't have to wait until another Council meeting. Paula added whoever is going over to do the measurements on the parking to do that as soon as possible. Jim added yes go over there and make sure I'm there, because you have to understand the building. He went into explanation about how to measure the building usable areas.

P&Z members decided to meet at Bull Moose parking lot on Thursday night at 6:30pm. Paula, Scott, Dave and Joe agreed to go. Jim agreed to allow them to come over and measure.

Dave Gustafson motioned to adjourn meeting at 8:50pm, Paula Stevens seconded. All in favor.

6 - UNFINISHED/ONGOING BUSINESS:

- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*
1) July 6th – 2) July 20th -

Code Research Session-

- UNFINISHED - Town Codes Section:

- **Zoning Map** – Need to go through by subdivision to update/redo this map.
- **CODE NEEDING UPDATED:** New ordinance/code updated is needed, to add that New homeowners & businesses need to identify their physical address & they should also call Town to obtain their correct physical address first.
- **GREATER ALPINE AREA MASTER PLAN**
- **CERTIFICATE OF OCCUPANCY PERMITS (TABLED):** Commission has discussed process of issuing certificate of occupancy permits. Some new businesses and residential homes have been issued an occupancy permit without finishing their projects entirely. Dave Gustafson drafted an ordinance, similar to what Jackson utilizes. Currently, for when certificates of occupancy permits are issued. Action needs to be taken to write the draft code and forward to Council.
- **ACCESSORY BUILDING/ SHEDS (TABLED):** Current codes for accessory buildings/ sheds are too vague. Lots of questions re: how big a shed can be, whether it can be placed in setbacks, etc. There is no building permit application for a shed either. *This code will need to be rewritten/ modified.*
- **COMMERCIAL DEVELOPMENTS/LANDSCAPING PLANS (TABLED):** Commission discussed implementing landscaping plans for commercial and R-2 zoned properties. As many new businesses and R-2 zoned business for rental housing have done a great job completing their proposed landscaping, many businesses and apartment complexes have not. Dave Gustafson agreed to draft proposed landscaping requirements for B-1 and R-2 zoned properties for the August 26, 2003 Planning & Zoning Meeting. Item pending Dave Gustafson's completion of a draft code.
- **VARIANCE CHECKLIST AND INFORMATION FOR NEW VARIANCE ORDINANCE:** Given to Attorney.

Items Mailed to P&Z prior to tonight's meeting:

- May 25th P&Z Minutes

Items Handed out to P&Z during tonight's meeting:

- Surveyor Scherbel's fax re Alpine Market/Hunsaker replat/parking spaces questions
- Correspondence re: Bull Moose Motel from:
 - Dept. of Fire Prevention & Electrical Safety, Terry Phillips, (Asst. State Fire Marshall) regarding approval of permit
 - Lyl Radford's letter (Building Inspector)
 - Joe Sender's letter and map (Onsite Inspector)
 - Dept. of Fire Prevention & Electrical Safety, Correction list (Large fax from Jim Blittersdorf)

Dave Gustafson, acting Chairman
(Billy Esperson, Chairman)

Date

Attest:

P&Z Secretary

Date